

RECEIVED

MAR 06 2023

# Annual Water District Meeting Checklist

Department of Water Resources  
Eastern Region

Water district annual meetings must address certain topics. The checklist below will help ensure each water district is addressing the necessary topics during the annual meeting. Please return this completed checklist to the appropriate IDWR regional office along with the adopted budget, resolutions, and annual meeting minutes.

Water District Number and Name:

Water District 13A Cub River

Meeting Date, Time and Location:

March 6, 2023 Preston Idaho

- ☒ Election of meeting chairman and secretary (*chairman facilitates meeting and secretary must record meeting minutes and submit to IDWR within 5 business days following the meeting*)
- ☒ Read and approve previous year annual meeting minutes
- ☒ Watermaster report and presentation of proposed budget
- ☒ Treasurer financial report
- ☒ Adopt budget (*must be submitted to IDWR immediately following the meeting*)
- ☒ Elect watermaster\*
- ☒ Elect assistant watermaster(s)\* (optional)
- ☒ Elect water district treasurer\*
- ☒ Select an advisory committee (optional)
- ☒ Adopt resolutions (*must be submitted to IDWR immediately following the meeting*)
- ☒ Determine next year's meeting date, time and location

Date March 4, 2024 Time 1:00 pm Location Preston Idaho

\* An oath is required before the first year of service.

By signing below I verify that all required actions have been addressed at the water district annual meeting.

Completed by:

Martine Shaddoups  
Water District Representative / Title

3-8-2023  
Date

RECEIVED

MAR 06 2023

Department of Water Resources  
Eastern Region

Water District 13A \*Minutes\* Annual Meeting March 6, 2023, 1:00p.m. Preston Idaho

Present: See Attached Roster.

Maxine Waddoups (2022 meeting Secretary) read the minutes from the 2022 Water District 13A meeting. Motion was made by Gib Hull to accept the minutes as read with a correction; Lyle Porter 2<sup>nd</sup> with all voting in favor, motion passed. Alan Smith noted the correction to the minutes that any water user who has NOT paid their assessment, water will not be delivered. (\*District payment Terms)

Robert Swainston was nominated as the meeting chairman. Motion made by Brian Jensen, Chris Karren 2<sup>nd</sup> with all voting in favor, motion passed.

Maxine Waddoups was nominated as meeting Secretary by Lyle Porter, Gib Hull 2<sup>nd</sup> with all voting in favor, motion passed.

### **ELECTION OF WATERMASTER**

Chris Karren made the motion that Kirk Iverson be hired as Watermaster for Water District 13A; Dan Sharp 2<sup>nd</sup> with all voting in favor, motion passed. Alan Smith made a motion that Casey Clark be hired as assistant watermaster, Brian Jensen 2<sup>nd</sup> with all voting in favor, motion passed. It is herewith resolved that Kirk Iverson be elected as Watermaster for Water District 13A for the ensuing year, with duties to continue on a year-round basis. It is herewith resolved that Casey Clark be elected as Assistant Watermaster for Water District 13A for the ensuing year with duties to continue on a year-round basis.

### **1. WATERMASTER DUTIES**

The Watermaster shall perform his or her duties as required by Chapter 6, Title 42 and in accordance with:

- a. Direction and guidance provided by the Director of IDWR
- b. The annual water district resolutions adopted herein.
- c. Guidance and input from the Water District 13A advisory Committee
- d. Guidance from the IDWR "Watermaster Handbook."

### **2. WATERMASTER TERM OF SERVICE**

As provided in Idaho Code #42-608 (4), watermaster's term of service shall begin upon appointed by the Director of IDWR immediately following the annual meeting election and continue until the next annual meeting, or until a successor is appointed and qualified under the provision of Section 42-604, Idaho Code.

Kirk Iverson presented the Watermaster Budget Report from 2022 and discussed the 2023 proposed Budget. Kirk discussed the cloud seeding and the river measurements programs that Franklin County Soil and Water Conservation District implements. This is now a contract with this office. This past year there was nothing was spent on cloud seeding or water measurements on the Cub River. The Soil and Water Conservation office has not been able to administer these 2 projects and probably won't be able to do it again this coming year. Cloud seeding was discussed, and the Idaho State Legislature has allocated so much money to use planes to do the cloud seeding in the Bear River Basin. It was discussed that planes are more effective in cloud seeding, than the cloud seeders we have now.

Lyle Porter discussed the measurements of the river has not been done for the last few years. He also explained that the measuring device is on a rating system and must be rated 3 times a year. He

explained that it needs a data collector and explained how the measurements, rating flows needs to be done at different levels. During a drought would really be beneficial to start measuring the river again.

Questions were asked about the balance in the account. It was discussed that the extra money in the account that is building up is set aside for the river measurements and/or measuring device. (This fund was started about 10 - 11 years ago.)

Brian Jensen discussed that the advisory committee has been looking into options to rate the rivers. There has been progress this past year and the Water District will start receiving bills for the measuring devices and work done on this project.

Tami Midiniski, (2022 treasurer) proposed to the group that she needs to be reimbursed for mileage and other office expenses she incurs with the Water District 13A. A motion was made by Mary Roberts; 2<sup>nd</sup> by Chris Karren to increase the treasurer expenses up to \$150.00 a month for mileage and other office expenses. Motion passed with all voting in favor. It was also discussed that there has not been any money spent on Cloud Seeding the past 2 years and the fund that we have built up should carry us for the next year and ½ if we get the ground seeders running. The County has the Chemical in storage. Lyle Porter made the motion to pause collecting any money for cloud seeding this year and add \$1800 to the budget for the mileage and office expenses for the Treasurer, Lewis Hampton 2<sup>nd</sup> and all voted in favor.

Lyle Porter moved and Brian Jensen 2<sup>nd</sup> the motion that the following resolution be adopted: (motion passes with all voting in favor)

#### **RESOLUTION SETTING THE 2023 BUDGET**

It is herewith resolved that the 2023 operating budget for Water District 13A is as follows:

Watermaster wages	\$ 5843.00
Assistant Watermaster Wage	550.00
Secretary Wages	500.00
Treasurer Wages & mileage	3000.00
FICA/Medicare/Workers Comp.	1334.00
Vehicle Mileage for watermaster	4350.00
Cloud Seeding (contract)	-0-
River Measuring (contract)	<u>\$ 2000.00</u>
<b>Total</b>	<b>\$ 17,577.00</b>

\*Budget line-item totals shown are estimates; actual line-item costs may vary, but the total cost incurred for the district cannot exceed **\$17,577.00** during the fiscal year.

#### **COLLECTION OF THE BUDGET AND DISBURSEMENTS OF FUNDS**

It is herewith resolved that the adopted budget for Water District 13A be collected from water users by the WD 13A watermaster as provided by Idaho Code #42-918. The watermaster will make an assessment to each water user in pro-rata amount as determined by the budget which is formally adopted at the annual meeting. A motion was made by Brian Jensen and seconded by Lyle Porter to have Franklin County Treasurer bill and collect the water assessments and then at the request of the Treasurer of the WD13A, the Franklin County Clerk deposits the assessments in the checking account held by the Water District 13A at Ireland Bank to pay the bills of the Water District 13A. Motion passed with all voting in favor.

**DISTRICT TREASURER**

A motion was made by Lyle Porter and seconded by Dan Sharp to have Tami Midinski to act as the treasurer for Water District 13A. Tami Midinski shall be elected WD 13A treasurer for the 2023 fiscal year beginning March 1, 2023 and ending March 1, 2024. The treasurer shall be compensated the fixed-sum amount approved in the adopted budget as authorized by Idaho Code #42-619 (6). The duties of the treasurer will be to maintain the WD 13A checking account oversee disbursements of water district funds based upon approval of expenses by the Watermaster and prepare and authorize review of financial affairs of the district at the end of each fiscal year, in accordance with Idaho Code #42-619.

**MINIMUM USER FEE**

It is herewith resolved that a minimum charge of \$60.00 per water owner shall be assessed. Whenever the prorated charge to a user is less than a \$60.00.

**FINAL ASSESSMENT DETERMINATION**

It is herewith resolved, that in accordance with Idaho Code 42-612 (5), The assessment amount for each user as shown in the adopted budget shall constitute a final determination of the amount due for that year.

**DISTRICT PAYMENT TERMS**

Current year assessments shall be due to WD 13A on or before April 1<sup>st</sup> of each year. Payment of any assessment that is not received by June 1, 2022, shall accrue penalties in the amount of 10% of the charge plus interest in the amount of 1% per month from said April 1, due date, until paid, pursuant to Idaho Code #42-617. The watermaster is authorized by Idaho Code #42-618, to withhold or suspend delivery of water to any water user who has not paid their assessment, penalties, and interest in full by June 1<sup>st</sup> of said year.

**ADVISORY COMMITTEE MEMBERS**

Robert Swainston (meeting chairman) re- appointed the Advisory Committee members for the ensuing year shall be the following: Brian Jensen, Lance Zollinger, Jason Westover.

The water users of WD 13A hereby empower the elected chairman of the advisory committee, created to do the following as approved by the committee:

**\*\*Enter into a service contract between WD13 and any qualified party, in exchange for monetary compensation, as necessary and as authorized by the adopted annual budget for expenses incurred related to the delivery of water in WD 13A.**

**CREDENTIALS COMMITTEE**

Robert Swainston (meeting chairman) re- appointed the Credential Committee for the ensuing year: Alan Smith, Phil Smith, Mary Roberts.

**ANNUAL MEETING DATE**

Next annual meeting of Water District 13A will be Monday March 4, 2024, at 1:00p.m. in the Preston City Office.

Meeting adjourned at 2:00p.m.

Signed,



Maxine Waddoups, meeting Secretary

# ROSTER OF ATTENDANCE

20 23 ANNUAL MEETING

WATER DISTRICT NO. 13 A )

WATER DISTRICT AREA Cub River )

ANNUAL MEETING

Date 3-6-2023 Time 1:00 am/pm )

Location Preston City Office

Address 70 West Oneida Street  
Preston Idaho 83263

NAME	ADDRESS	REPRESENTING
Alan Smith	<del>P.O.</del> 215 Lewis St	Cub River
Jason Westover		Cub River
Robert P. Smith	2088 E Riverdale Rd Preston	Self
Robert Swainston	77 E 1600 N Preston	CIC
Robert Randall	1218 S 400 N Preston	Randall Farms
Teygan Randall	1393 E 400 N Preston	Randall Farms
Tami Mitrinski	11335 N 2000 E, Richmond	
Dan Sharp	1274 E 2200 S, Preston	Self
Louis Hampton	670 E. 4th St	"
Maurice Nielson	1097 E. 2nd Oneida	Self
Lyle Porter	1447 E. 800 N, Preston	Self, Preston East Side
Easton Fellows	975 N 1400 W, Preston	Self
Brian Jensen	3563 S 800 W Preston	CIC
MAY Sharp	6093 E. Cub River Rd	Self

NAME

ADDRESS

REPRESENTING

NAME	ADDRESS	REPRESENTING
Mary Roberts	1387 E 800 S	Self
Mary Roberts	1387 E 800 S	Baker Luna Homestead Cheryl Whitner
Gib HULL	1308 Canyon Rd Logan, UT 84321	
Chris Karren	PO Box 86 Lewiston, UT 84320	Cub River
Cascy Clark	1922 N. 4000 W. Day's ID,	Cub River
Richard Herbst	326 W 4800 S Preston ID.	Cub River
Maxine Haddaway	Preston ID	District 13A Sec